

## 2010-11 KYAE Professional Development Process Dates and Deadlines

- March 15** New hires still need to take Orientation to Adult Education online course. Contact [Joyce.Bullock@ky.gov](mailto:Joyce.Bullock@ky.gov) or [Toni.Quire@ky.gov](mailto:Toni.Quire@ky.gov) to register.
- April 9** All active staff in AERIN system sent a username/password to the Kentucky Virtual e-Learning Portal (ANGEL); those already with an ANGEL account will get the same username/password they currently have; this username/password will be used to register for PD and access upcoming pre-tests and post-tests.
- April 9** Announcement to providers with link to new KYAE Professional Development Catalog at <http://www.kyvae.org/courses/courses.aspx>
- Review [KYAE 2010-11 Professional Development Requirements](#) for full-time and part-time staff
  - Review final tracks, dates and locations for institutes
  - Note that math content courses will take place beginning January 2011; the pedagogy courses will begin in July or August 2010
  - Review online courses
  - Participants in Standards in Action, and the PowerPath or Leadership Excellence Academy new cohorts do not need to register. KYAE will register them for these tracks.
- April 14-15** Joyce Bullock and Toni Quire will have a resource table on the PD process at the Program Director Institute in Louisville
- April 15-May 1** PD Registration is open for full-time instructors, aides and program directors; use the [KYAE Professional Development Catalog](#) to register. **There will be no on-site registration.**
- May 2-15** Registration is open for part-time instructors and aides; use the [KYAE Professional Development Catalog](#) to register. **There will be no on-site registration.**
- May 16** Registration is closed; Contact Joyce Bullock [Joyce.Bullock@ky.gov](mailto:Joyce.Bullock@ky.gov) when new staff are hired after May 16, 2010.
- May 28** Program directors send the list of staff and institutes/courses they are registered for to [Joyce.Bullock@ky.gov](mailto:Joyce.Bullock@ky.gov)
- July 15** Pre-test and advanced work deadline for institutes and tracks that kickoff on July 22; all pre-work and pre-tests must be complete one week before an institute kickoff.

While space permits, part-time staff may register (from May 2-15) to complete a 2010-11 institute and its activities. If they do take this option, the institute must correspond to the instructor's date of hire and adult education experience (i.e., if hired after January 1, 2010, register for the 1<sup>st</sup> Year Instructor Institute).

If you have questions about PD requirements and options, contact [Joyce.Bullock@ky.gov](mailto:Joyce.Bullock@ky.gov). If you have questions about the links or using the [KYAE Professional Development Catalog](#) to register, contact [Toni.Quire@ky.gov](mailto:Toni.Quire@ky.gov).